



AVILA

Library Desk

STUDENT HANDBOOK

Of

AVILA COLLEGE

11901 Wornall
Kansas City, Missouri 64145

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The Student Government Association



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MESSAGE FROM THE PRESIDENT

We are privileged to be women educated in this twentieth century of revolutionary change. Ours is the daily encounter with reality in learning to choose, to change, to grow, and to adapt. The spirit of St. Teresa of Avila challenges each of us to go forward wisely, courageously, and faithfully in the fulfillment of self through service to our fellow men.

ABOUT THE COLLEGE

Avila College realizes its place in contemporary society. While methods and facilities of education are being constantly adapted to meet the challenges and needs of our times, the basic values and objectives of the college cannot change.

The foremost objective of Avila is to provide each student with the opportunity to develop intellectually, spiritually, culturally, and professionally so that she can continue in her personal development during her lifetime and find fulfillment in service to her fellow man. To this end the administration, faculty, and student body are dedicated.

THE SCHOOL SEAL



This is the official school seal, designed by Mary Finney Black, class of 1935. The open book in the center is a symbol of our school's patron, St. Teresa of Avila, the Spanish Carmelite of the sixteenth century.

The inscription on the pages of the book is the school motto: "Deo Adjuvante Non Timendum"--God helping, there is nothing to fear.

The lily carved immediately above the book is the emblem of St. Joseph and, consequently, of the Congregation of the Sisters of St. Joseph. Because the Sisters of St. Joseph of Carondelet are consecrated to the Most Holy Trinity and are placed under the protection of the Holy Family, a triangle, symbolic of the Holy Trinity, and a trefoil, symbolic of the Holy Family, are drawn about the book.

CAMPUS DIRECTORY

O'RIELLY HALL

FIRST FLOOR

Art service office	100
Art department	108, 109
Art studios	108, 109
Assembly area	southeast side
Dock area	northwest side
Laboratory classroom for educable mentally retarded	102
Language lab	104

SECOND FLOOR

Faculty offices	southeast side
Music department	208, 209
Music studios	208, 209
Science laboratories	214, 215
Typing room	207

Student lockers	tunnel
Drama stock rooms	tunnel

ADMINISTRATION - LIBRARY

Switchboard (P.A., information)	east side
Office of the President	east side
Department of Education and Psychology	east side

KAY ORSCHELN MEMORIAL CHAPEL and

OFFICE OF CHAPLAIN	south campus
Office of the Academic Dean	west side
Office of Dean of Students	east side
Office of the Registrar	west side
Office of the Treasurer	west side
Director of Admissions	east side
Director of College Relations	east side
Library	lower level

MARIAN CENTER

Conference room	upper level
Cafeteria	upper level
Alumnae lounge	upper level
Director of Alumnae Relations and Publicity...	upper level
Counselor's Office	upper level
Telephones - Rest rooms	upper level
Student lounge	lower level
Bookstore	lower level
Canteen area	lower level
Office of the <u>Avila Collegian</u>	lower level
Rest rooms	lower level

CARONDELET HALL - Dormitory

MAP OF CAMPUS BUILDINGS

Kay Orscheln Memorial Chapel
and Office of Chaplain

Carondelet Hall



Marian Center

O'Rielly Hall

Administration - Library

WHO TO SEE ABOUT WHAT

FACULTY ADVISOR

- academic counseling
- change of official program
- asking information about degree requirements
- seeking final approval of semester program
- requesting vocational advice

DEAN OF STUDENTS

- coordinating student activities
- general information about campus activities

ACADEMIC DEAN

- change in academic program
- application for readmission
- approval of major and minor fields
- academic advice

REGISTRAR

- registration for courses
- initiation of change in schedule
- request for official transcript to be sent to another institution
- obtaining an unofficial transcript for personal use
- change of name or address

DIRECTOR OF ADMISSIONS

- application to the college
- procurement of a catalogue
- information concerning:
 - scholarships
 - tuition grants
 - service contracts
 - work-study contracts
 - NDEA loans
- recommendations for prospective students

TREASURER

- financial aid
- financial arrangements
- tuition and fees
- checks cashed
- Notary public

BOOKSTORE MANAGER

- books and supplies
- caps and gowns
- postal service
- lost articles

COLLEGE CHAPLAIN

religious counseling

personal counseling

STUDENT COUNCIL MEMBERS

information concerning student organizations

information concerning student activities

registration of legitimate complaints

COUNSELING PSYCHOLOGIST

testing services

personal counseling

GENERAL INFORMATION

ACTIVITY FEE:

There is an activity fee required for all students. The fee is \$20 for full-time students and \$7.50 for part-time students. This fee covers such things as: class dues, year-book, federation dues, student directory and hand-book, I.D. cards, Avila Collegian, speakers' expenses. and many other student government expenses.

BOOKSTORE:

Hours - 8 a.m. to 4 p.m. Monday through Friday
Saturdays and evenings during registration

New and used textbooks, postal service, drug sundries, student supplies, lost and found, hundreds of supplementary paperback books--these are only a few of the services rendered by the college store.

BULLETIN BOARDS:

Located opposite the faculty offices in O'Rielly Hall and in the student lounge area of Marian Center, these bulletin boards should be consulted daily for notices, regulations, or announcements that may concern you. Students are held responsible for matters contained in these notices.

CAFETERIA:

Situated in the upper level of Marian Center, the cafeteria is open to all students and faculty at the following hours:

7:30 a.m. to 8:00 a.m.

12:00 p.m. to 1:00 p.m. Monday through Friday

4:45 p.m. to 5:30 p.m.

7:30 a.m. to 8:00 a.m.

12:00 p.m. to 12:30 p.m. Saturday and Sunday

5:00 p.m. to 5:30 p.m.

DRINKING - SMOKING:

In accordance with state laws, Avila College does not permit the possession or consumption of alcoholic beverages either on the campus or at any official student activities held off-campus.

Smoking is permitted only in designated areas on campus--primarily, in the student lounges in Marian Center and in specific areas of Carondelet Hall.

LANGUAGE LAB:

The language lab is available for student use on weekdays from 8:30 a.m. until 5:00 p.m. Information concerning accessible materials and their proper usage may be obtained from the language instructors.

LIBRARY:

Hours - 8:15 a.m. to 9:00 p.m. Monday through Thurs.
8:15 a.m. to 4:30 p.m. Friday
8:15 a.m. to noon Saturday

Avila has a library of 44,600 volumes. Among the many services the library offers are: the reading room, periodical rooms, curriculum room, rare book room, and a varied supply of current journals and newspapers.

LOST AND FOUND:

For the benefit of those students who have the misfortune of misplacing various articles around campus, the bookstore acts as the lost and found department.

If you find any lost articles on campus, please deposit them there.

RETREAT:

For the benefit of all the students attending Avila College two days of recollection will be offered. One will be scheduled for each semester. There will also be opportunities for off-campus "closed" retreats. These will be held at various times during the year for any students wishing to attend. All Freshmen are required to make at least one day of recollection or a closed retreat.

CHAPLAIN:

Avila College has a Chaplain on campus who will help provide for the spiritual needs of the students.

Mass will be celebrated in the Kay Orscheln Memorial Chapel at 7:00 a.m. every Monday, Tuesday, Wednesday, Thursday, and Friday. A second daily Mass will be offered according to student needs. Times for weekend services will be posted.

The Chaplain will also be available for student consultation at various times during the week.

ACTIVITIES AND TRADITIONS

ART EXHIBITS:

Throughout the year there will be exhibits on display in the Alumnae Lounge of Marian Center. Exhibits will be from the collections of various well-known artists.

In the spring the senior art students exhibit selections of their work in Marian Center.

AVILA DAY:

Avila Day, commonly known as "College Day", held on or near the feast of St. Teresa of Avila, is an annual tradition of the college during which all new students are formally initiated into the academic life of this institution.

As part of the day's activities, each class presents song medleys which are faculty-judged according to quality and participation. The winning class receives a monetary award from the Student Council.

COMMENCEMENT:

Occurring at the end of the school year, this program includes a solemn procession with faculty and students in full academic dress, an address by a baccalaureate speaker, and the conferring of hoods on the graduates.

DRAMA PRESENTATIONS:

The drama department presents a varied series of annual productions among which are: serious full-length drama, oral readings of literature, Chamber Theater, Reader's Theater, and a play based on children's literature which is presented to the various grade schools in the city.

FATHER-DAUGHTER DANCE:

This annual tradition is held in the early part of the second semester. It usually features a dinner and dance for the students and their fathers.

HONORS CONVOCATION:

This tradition is almost self-explanatory; outstanding students are recognized for their contributions to the college and for their achievements. A listing of the honor societies and awards may be found in the catalogue.

ORIENTATION:

An entire day is set aside before the beginning of the first semester during which all new students are provided with necessary information about registration and student organizations. The information obtained at orientation is essential for the student unfamiliar with college life.

KEY CEREMONY:

The senior class is presented with their college keys (or rings) at this ceremony, held in late fall. Key Night is combined with a Christmas concert given by the chorus.

MASS OF THE HOLY SPIRIT:

At the beginning of each school year; the student body takes part in a Mass invoking the blessings of the Holy Spirit for a fruitful college year.

SOCIAL EVENTS:

Fall Dance - is a Student Council activity, held in early fall.

Freshman Dance - gives the freshman class a chance to work together by organizing a dance for the student body. It is usually held in spring.

Christmas Dance - sponsored by the sophomore class, this dance is one of the most well-attended social events of the year. It is the only all-school formal affair, and is usually held in one of the better hotels of the city. A queen is chosen through competition based on class participation.

Christmas Party - for student body, faculty, and administration, is usually given shortly before Christmas vacation. The party includes a program of skits and entertainment.

Dinner Dance - a tradition recently revived by the juniors in 1964-1965, this function is held in honor of the senior class. The dinner-dance takes place in May at an area hotel or country club.

PARENT'S DAY:

Four events during the year are set aside specifically for the students and their parents. Each class has a separate Mass and brunch with some activity following the brunch.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION:

All of the students of Avila College are united in an organization called the Student Government Association. Its aim is to assist the students of this college in the pursuit of their endeavors and to govern and promote these affairs; to stimulate an awareness of the place of liberal arts in our society; to investigate student-teacher relations, faculty and administrative policy, and curricula.

The Student Council, composed of the executive and advisory boards, forms the permanent elective committee of the Association.

The Constitution of the Association may be found in the last section of this handbook.

KANSAS CITY REGIONAL COUNCIL FOR HIGHER EDUCATION;

K.C.R.C.H.E. is an organization which aims to provide an agency for systematic communications among area institutions of higher education, and between them and other community groups and institutions. This council also provides an agency for cooperative planning and action and it acts as an information center in such a way as to promote a complete and accurate picture of higher educational resources in the Greater Kansas City Area. Avila students are represented on the council by three students who attend the student government sessions of the K.C.R.C.H.E. meetings. By attending these meetings the representatives are able to discuss the activities and problems of their college with representatives of other colleges. These representatives bring to the entire student body ideas which can be put into effect on the Avila campus.

NATIONAL FEDERATION OF CATHOLIC COLLEGE STUDENTS:

The N.F.C.C.S. is an apostolic organization which has as its aims the promotion of Catholic student leadership on campus, regional and national levels. Every student at Avila receives a membership in this association through payment of the activity fee which includes the national dues.

The college is represented on the campus (and also on the regional and national levels) by junior and

senior delegates. The duties of these delegates include the stimulation of thought and action on significant contemporary issues in order to promote personal commitment to the work of the Church and the perfection of society.

ART SERVICE:

The Art Service is one of the most active organizations on campus. Not a club but a service group, it was begun with the aim of improving the quality of posters displayed on campus. Membership is open to any student interested in lettering, design of posters, or any of the fields related to this phase of art. A major or minor in art is not required for participation.

DRAMA CLUB:

The Drama Club has for its purpose the fostering of student and community interest in this representative phase of the liberal arts. The club welcomes membership and participation of the students both in the production of its presentations and as a supportive audience.

GLEE CLUB:

The Choral group represents the college at various intercollegiate and community functions.

Membership is based on both the ability and interest of the applicant. Credit hours may be earned through participation in chorus activities. (Refer to Catalogue).

FRENCH CLUB:

The French Club aims at developing among its members an interest in French culture and comparing and contrasting the backgrounds of the French people with those of the United States.

While maintaining a solid intellectual program through student and guest lectures, French films, and field trips, the club also schedules social events.

INTERNATIONAL RELATIONS CLUB:

The purpose of the I.R.C. is to acquaint the students with current international affairs and stimulate active interest in them. The club holds open forums at which the students may express their views on foreign policy and at which programmed discussions are carried out.

The I.R.C. is affiliated with a national organization which holds annual conventions in various parts of the country.

Any student who wishes to join can benefit greatly from this experience.

MISSION CLUB:

The Mission Club is unique in the fact that it is the only religious club on campus. The purposes of the club are: to initiate an interest in the missions and to inform the students of their activities; to explore mission possibilities in our own area; to aid the missions through prayer and fund-raising projects; to supply a spiritual influence on campus. Membership is open to all interested students.

NU SIGMA CHI:

Nu Sigma Chi is the campus club for students majoring in or interested in nursing. Its purposes are to promote unity among its members, to strive for better professional nursing, and to give service to others.

At the monthly meetings, the club presents films and guest speakers on various topics related to nursing.

Nu Sigma Chi encourages membership and participation in the activities of a larger organization - the National Student Nurses' Association.

PRESS CLUB:

The students of Avila College under faculty supervision, issue a newspaper eight times during the school year - the Avila Collegian. The editors and staff are selected by the moderator on the basis of interest, ability and merit.

The purpose of this student publication is to provide an effective means of communication between faculty and students in all phases of campus life.

SOCIOLOGY CLUB:

The Sociology Club is an organization based on the purpose of furthering knowledge in this field. It is a required activity for students majoring in sociology and membership is open to all students. Typical club projects are discussions of various aspects of social work and field trips within the community in relation to sociological problems.

The club is also responsible for statistical surveys taken of student attitudes and opinions.

STUDENT NATIONAL EDUCATIONAL ASSOCIATION:

The S.N.E.A. is a pre-professional organization for college students preparing to teach. Members of the Avila chapter are automatically student members of

the Missouri State Education Association and of the National Education Association, and they receive professional journals of these two organizations. S.N.E.A. meetings are held monthly and are planned to present educational opportunities to its members over and above their formal class material.

Avila students with a major or minor in education are expected to be active S.N.E.A. members; participation in S.N.E.A. activities is included in the professional credential file of each teacher placed through the Department of Education and Psychology.

COUNCIL FOR EXCEPTIONAL CHILDREN:

Chapter on campus for students interested in working with exceptional children.

AVILA COLLEGE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I: NAME

The name of this organization shall be the Student Government Association of Avila College.

ARTICLE II: PURPOSES

- Sec. 1. To assist the students of this college in the pursuit of their endeavors and to govern and promote these affairs.
- Sec. 2. To stimulate an awareness of the place of liberal arts in our society.
- Sec. 3. To investigate student-teacher relations, faculty and administrative policy, and curricula.

ARTICLE III: MEMBERSHIP

- Sec. 1. Honorary membership shall include: the local ordinary (the bishop) and the chaplain of Avila College.
- Sec. 2. Associate membership shall include the Administration and members of the faculty of Avila College.
- Sec. 3. Active membership shall include all students of Avila College.

ARTICLE IV: GOVERNMENT

- Sec. 1. The government of this Association shall be vested in the members of the Association and the Student Council.
- Sec. 2. The Student Council shall act as the administrative board of the Association.
- Sec. 3. The Administrative board shall consist of the following members:
 - a. The Executive officers - President, Vice-President, Secretary, and Treasurer.
 - b. One elected representative from each class
 - c. The dormitory council representative.
 - d. Class presidents
 - e. Club presidents
 - f. The press representative
 - g. The older students' representatives.

Sec. 4. The Moderator of the Association shall be the Dean of Students.

ARTICLE V: ELECTIONS

Sec. 1. All Student Council and class elections shall have been completed by the second Monday in April. All club and organization elections shall have been completed by the first of May.

Sec. 2. The nominations for President and Vice-President of the Student Council shall be made in the following manner. By the first of March all students wishing to run for the offices of either President or Vice-President shall make it known by submitting their names to the Student Council for the respective offices. The prospective candidates shall then be interviewed by the Council in order to ascertain their eligibility. The names of all candidates approved by the Student Council shall be posted. These candidates shall be the nominees for the offices of President and Vice-President.

- a. The nominations for Secretary and Treasurer shall be made in the following manner. By the first of March all students wishing to run for the offices of either Secretary or Treasurer shall make it known by submitting their names to the Student Council for the respective offices. The prospective candidates shall be interviewed by the Council one week following the interview for President and Vice-President. The names of all candidates approved by the Student Council shall be posted. These candidates shall be the nominees for the offices of Secretary and Treasurer.
- b. A majority of votes cast shall constitute the election of any officer. After each ballot which does not realize a majority, the candidate receiving the lowest number of votes shall be dropped and there shall be a re-vote on the remaining candidates.
- c. Newly elected officers of the Association shall be required to attend the remaining Student Council meetings of the year.

Sec. 3. Eligibility

- a. The President and Vice-President of the Student Government Association shall be members of the incoming Junior or Senior Class.
- b. The President shall have been a member in good standing of the Association at least one academic year previous to the time she takes office.
- c. The Vice-President shall have been a member of the Association at least one academic year previous to the time she takes office.

- d. The Secretary and Treasurer of the Student Government Association shall be members of the incoming Sophomore and Junior class.
- e. Each officer shall have maintained at least a C average during her college career.

Sec. 4. Campaign

- a. After the interview for President and Vice-President, an assembly shall be held on a Monday. At this assembly each nominee's campaign manager shall give a two-minute nomination speech, followed by the respective nominee's four-minute campaign speech. The rest of the assembly shall be devoted to an interview of the nominees by the entire student body, chaired by the President of the Student Council.
- b. The campaign for President and Vice-President shall last three days--the Tuesday, Wednesday, and Thursday immediately following the nominations on Monday.
- c. The election of President and Vice-President shall be held the Friday following the nomination assembly.
- d. The results of the election shall be announced at an assembly on the following Monday. After the announcement of the President and Vice-President, the nominations for Secretary and Treasurer shall be held in the same manner as those of President and Vice-President.
- e. The campaign for the offices of Secretary and Treasurer shall last three days--the Tuesday, Wednesday, and Thursday immediately following the nominations of Monday.
- f. The election of Secretary and Treasurer shall be held Friday following the nomination assembly.
- g. The results of these elections shall be announced the following Monday.
- h. During the campaign each candidate shall be limited to eight posters, and these may be placed only in the designated areas.

Sec. 5. Vacancies

- a. In case a vacancy occurs in the office of the President, the Vice-President shall succeed.
- b. In case a vacancy occurs in any executive office of the Student Council except that of President, a successor shall be immediately elected to that office by the student body, or if deemed necessary, appointed by the Student Council.
- c. Election to fill vacancies shall be held at the following required assembly by a vote of a majority of the student body.

Sec. 6. Impeachment

Officers may be impeached by a two-thirds vote of the entire student body for the following reasons:

- a. Failure to achieve a C average.

- b. Conduct reflecting disparagingly upon the good name of the college.
- c. Actions in violation of this constitution.

ARTICLE VI: MEETINGS

- Sec. 1. The entire Association shall meet at least once a month in the general assembly. The use of Parliamentary Procedure shall be left to the discretion of the Executive Officers of the Student Council.
- Sec. 2. Regular Meetings of the Student Council shall be held twice a month. Special meetings may be called when deemed necessary by the President.

ARTICLE VII: RATIFICATION

This Association shall be formally constituted after ratification of this constitution by a unanimous vote of the student body.

ARTICLE VIII: AMENDMENT

The Constitution may be amended by a two-thirds vote of the Association provided that the proposed amendments be submitted in writing to the Student Council and presented to the Student Association at its meeting, and provided that a copy of the proposed amendment be posted at least one week prior to the meeting at which the amendment will be voted upon.

ARTICLE IX: BY-LAWS

- Sec. 1. Details of this association not specifically covered by this constitution shall be defined and specified in the by-laws.
- Sec. 2. Adoption of the original by-laws shall be accomplished by a two-thirds majority vote of the student body.

BY-LAWS

ARTICLE I: DUTIES AND POWERS

- Sec. 1. The Association acting as a whole shall have the power to decide general policy, pass resolutions, vote amendments to the constitution, and elect association officers.
- Sec. 2. Two-thirds of the members of the Council shall constitute a quorum in order to hold an Official Student Council meeting.
- Sec. 3. The Student Council shall:
- Act for and in the name of the Association.
 - Act as advisory board to the Association.
 - Act as mediator between the students and the administration of the college.
 - Exercise student discipline within the areas of jurisdiction delegated to it by the college administration.
 - Help all students acquire an understanding of their rights and privileges as well as duties and responsibilities.
- Sec. 4. The President shall:
- Preside over all meetings of the Student Government Association and the Student Council.
 - Exercise all powers and authorities usually pertaining to the presiding officer.
 - Appoint all temporary committees.
 - Call special meetings.
 - Act as official representative of the school.
- Sec. 5. The Vice-President shall:
- Assume the duties of the President in absence of, or at the request of the President.
 - Chair a committee to make any necessary changes in the Student Government Association Handbook and/or calendar.
- Sec. 6. The Secretary shall:
- Keep a roll call of the Student Council meetings and a record of the proceedings of both the Student Council and Association meetings.
 - Notify members of their appointment on committees.
 - Post monthly reports of all Student Council proceedings.
 - Compile a Student Directory.
 - Chair the meeting of the Student Council Ariston Award Committee.
 - Keep a permanent file of all activities of Student Government.

Sec. 7. The Treasurer shall:

- a. Be responsible for all funds of the Association only.
- b. Keep all the financial records and report the financial status of the Student Government Association to the Dean of Students and to the Student Government Association at each meeting.
- c. Chair the Appropriation Committee for the Student Activity Fee.

ARTICLE II: PARLIAMENTARY PROCEDURE

Sec. 1. The governing rules of this Association shall be Robert's Rules of Order Revised.

Sec. 2. The Parliamentarian shall be either the Vice-President of Student Council or an appointee.

ARTICLE III: AMENDMENT OF BY-LAWS

Sec. 1. A proposed amendment must be posted at least one week before the regular meeting of the SGA.

Sec. 2. The proposed amendment must be passed by a two-thirds vote of the majority of the voting members of the Association.

Sec. 3. The voting members of this Association shall be those students who have paid their activity fee.

ARTICLE VI: ARISTON AWARD COMMITTEE

Sec. 1. The Ariston Award shall be given each year to a member of the graduating class in recognition of outstanding leadership qualities which include a willingness to work in all phases of campus activities, the ability to work well with others, enthusiasm, and those special qualities which distinguish a leader. The recipient of the Ariston Award must portray excellence in all phases of her life.

Sec. 2. A committee headed by the Secretary of the Student Council shall choose the recipient of this award.

Sec. 3. The committee shall be composed of the Student Council minus the seniors.

